

# Web Portal User Administration

### **Accessing Portal Administration**

To add more users to this Web Portal account, click on 'Portal Admin' on the top right hand side.

Firstname	Exc	tal.Home	Portal Admin	Portal Account   Logout
	eMedNY Web Portal Home			
	The following eMedNY communications are available.			
	Core Web Services			

#### Add Web Portal User Account

This screen will appear when 'Portal Admin' is selected. Enter the name (first and last) and email address. Click on 'Add' to add them to the list of users.

Portal Home   Portal Admin   Portal Account	Logou
Web Portal Administration	
Add Web Portal User Account	
First Name * Middle Initial	
Lost Name *	
EMail Address *	
An EMail will be sent to the provided EMail Address	
Add Clear	
Web Portal User Accounts	
(1 of 1) 14 44 197 14 10 💌	
Action O User ID O First Name O Last Name O Middle Initial O Creation Date O Admin Privileges O Status O	
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Action © User ID © First Name © Last Name © Middle Initial © Creation Date © Admin Privileges © Status © ( <i>t of t</i> ) (+ ++++ +++ 10)	
Action       User ID       First Name       Last Name       Middle Initial       Creation Date       Admin Privileges       Status         (1 of 1)       (+)       ++       ++       10       -	
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## Web Portal User Administration

Clicking the 'Add' button will generate an email to the email address entered in this field, confirming the recipient wants to participate in the Web Portal under this account. The status of that user account will be 'Pending' until he/she responds to the email.



**NOTE: The link in the email is only active for 24 hours.** If the link is not clicked within 24 hours, the administrator will have to go into the Portal Admin link in the Web Portal and send the email again.

Once the new user clicks the link, it will take them to the Web Portal registration screen. The user will enter their phone number and select a User ID. The User ID must be between 8-16 characters. Next, a HIPAA-compliant password must be created. The password must contain at least 8 characters with at least one number, at least one upper case letter, one lower case letter and one special character.



### Web Portal User Administration

Co	omplete Registration
Fields with " are required	
Personal Information	
First Name:* My	Middle Initial:
Last Name:* Name	Phone Number:*
Email Address: someone@somewhe	ere.com
Account Information	
NPI: 9999999999	
User Id: *	
Choose Parsword, *	
choose russional	
Confirm Password: *	
Secret Question:*	Secret Answer:*
I Agree to	o Medicaid Confidentiality Regulations
	Submit Clear

The user will then enter a secret question and answer to be used to reset the password if needed. It is important to retain all this information as it will be used to access the Web Portal. The user then checks the box to agree to the Medicaid Confidentiality Regulations and hit 'Submit'. This will bring him/her to the Web Portal home page where he/she is now an active user.

Once the new user does this, under Portal Admin, the status will change from PENDING to ACTIVE.

#### Web Portal User Accounts

All user accounts created under this account are displayed here. The administrator(s) will have the ability to deactivate, reactivate, grant and revoke administrative privileges to accounts that are not in a Pending status.

#### Provider Address Information

You can change the provider address on file for the Web Portal account here. Please note that this will only change the address in the Web Portal, not any other addresses the provider has enrolled with eMedNY.